

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling Section.								
	FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
Apı	plication Date	Office of Secretary of State	Application Number					
	•	Georgia Real Estate Commission	81-433-A					
Apı	plication Number	40 Pryor St.	Date Received Date Completed					
		Atlanta, Georgia	MAR 3 0 1982 APR 1 9 1982					
2	Person to Contact	Working Title	Telephone Number					
			· · · · · · · · · · · · · · · · · · ·					
3	Linda Luke Action Requested	Supervisor	656-3916					
Э.		Schedule; record will continue to accumulate.						
		ccumulation; no further accumulation anticipated.						
	c. XX Amend Application	No. 81-433 Check One: XX Change; ☐ Super	cede; □ Void					
	Dates of Series	5. Records Series Title (followed by title used in office; if	different)					
	rliest Latest							
	1973 -	SCHOOLS OF REAL ESTATE INSTRUC	TORS FILES					
6.	Division and Office Function							
ı.		Commission regulates the issuance						
		prokers, associate brokers, and sa	•					
		es and regulations relating to the profession in Georgia. It accepts						
		gates alleged violations of State						
		tes disciplinary action against a						
		trade practices. In addition to r						
		for action to enjoin such practi						
	-	may censure a licensee, or suspen	d, revoke, or refuse to					
	renew a license	to practice.						
		\mathbf{t}						
			4.					
7.	•	This file contains the following documents (include form Attach samples of the file.	·					
		ertifying instructors in the State raining institutes.	of Georgia for real estate					
		al applications for approval; Copi s attached in many cases.	es of transcripts or					
		·	, , , , , , , , , , , , , , , , , , ,					
	• .							
	File is arranged. Alphah	netically by applicant						
	:							
Ω	Monthly Reference Date	How often are records referred to which are:						
Ο.	•	•	n to throath four months and					
		_6; Seven to twelve months old5; Thirtee	-					
0	twenty-five months and older Annual Rate of Accumulation	er?	<u> </u>					
J.			000					
İ	Letter-size drawers	; Legal-size drawers; Shelves	_; Other (specify)					

YES NO 10. Questionnaire	(Place an "X" in the proper co	olumn)	\$					
1 21 1	cial copy of the series?		10					
11 not, where								
x b. Does the serie	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
	c. Is this a vital record?							
	d. Does this series have historical or long term research value?							
		necessary to keep the entire file for a long period, could	i these					
	docquietitz be striednied sebai atei At							
g. Is the informa	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?							
X If yes, attach								
n, is there a dup X If yes, where?	lication of this series in your offic	e, or in another office or agency?						
	or a major portion of it) regularly	microfilmed?						
-	rd series result in a computer prin							
11. Retention Requirements	Վ*The following requir	es the series to be kept:						
a. State Law		d. Audit period	years.					
b. Statute of limitation	years.		6years.					
c. Federal law	years.	f. Federal retention instructions	years.					
Attach annu or avanet of	laura ar regulations - Euplaia admi		:					
	laws or regulations. Explain admir is consistent with	nistrative need. the needs of the REal Estate Co	mmission					
		eloped for use in the new educa						
tion of the Com			₩ <u>-</u>					
12. Approved Disposition Inst		ends that the file series be cut off at the end of each:	e han					
	Calendar real, L	Fiscal Year; XX Otherblennially	Literi,					
	es area month(s)							
	ng area; holdyear(s)							
Destroy.	rds Center; hold 24yea	r(s); then						
•	ives for permanent retention.	t ·						
☐ Other <i>(Specify)</i>		•						
			` <u>.</u>					
	•	•						
			•					
		•	•					
	•	•	•					
These instructions apply t	o all prior and future accumulation	ons of the series.						
Agency Agad/Designee /Signa	oture) Date	Records Management Officer (Signature)	Date					
1/1/1 ///								
'UNAS CLAN	2 3-26-82	Glory m scol	13724-17					
•		State Records Committee (Signature)	Date					
Recommendations in para-								
graph 12 are approved.	State Auditor/Designee	from the June	14.5-82					
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	(1 x x x 2 0 7/2 x 4	4-5-82					
o. unpromutum	Secretar y yr state/ Designed	- Carrace Har	1 3 02					
	Attorney General/Designee	Severthurch	1-11-63					
AR-50-71; Rev. 76		Reverse Side)						



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue: Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Office of Secretary of State **Application Number** Georgia Real Estate Commission Received 40 Pryor Street Application Number Date Completed Atlanta, Georgia NOV 1 6 1981 1981 2. Person to Contact Working Title Telephone Number Mrs. Linda Luke Supervisor 656-3916 3. Action Requested a. MXEstablish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. __ Check One:

Change;

Supercede;

Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1973 SCHOOLS OF REAL ESTATE INSTRUCTORS FILES 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salesmen, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of state law or Commission regulations, and takes disciplinary action against a variety of improper procedures or unfair trade practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the Commission, after proper hearing, may censure a licensee, or suspend, revoke, or refuse to renew a license to practice. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: certifying instructors in the State of Georgia for Real Estate training institutes.

Included are: Original applications for approval; Copies of transcripts or resumes attached in many cases.

	File is arranged: Alphabetically by applicant.
8.	Monthly Reference Rate How often are records referred to which are: One to six months old
9.	Annual Rate of Accumulation of Records Letter-size drawers; Shelves; Other (specify)

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(Over)

YES	NO_	10. Questionnaire	(Place an "X	" in the proper co	olumn)		The second secon		
x	1	a. Is this the office If not, where is		series?				~	
12/	×	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
	×	c. Is this a vital record?							
	_x		have historical	or long term rese	earch value?		Toward States States States States States		
	x				necessary to	keep the entire file for	. •		
	x	documents be scheduled separately?							
	х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?							
	x								
	х	j, Is this series (or a major portion of it) regularly microfilmed?							
		j. Does the recor						•	
11. R	etent	ion Requirements	- ↑ The	e following requir	es the series	to be kept:			
a.	Stat	te Law		years.		Audit period	· · ·	years.	
•		tute of limitation		years.		Administrative need	26		
c.	. Fed	eral law		years.	f.	Federal retention instru	uctions	years.	
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		copy or excert of la aforementi	-			consistent wi	th the needs	of	
						current sche			
	for	use in the	new educ	cational s	ection	of the Commis	sìon.		
					· · · · · · · · · · · · · · · · · · ·	,	<u></u>		
12. A	ppro	ved Disposition Instr		• .		ne file series be cut off a ar; Other		then,	
×	Xu	d in the current files			2	/a) . Ab a a		•	
		nsfer to local holdin				(s), then		•	
		nsfer to State Recor	-						
		stroy.			w.				
		nsfer to State Archiv ner <i>(Specify)</i>	ves for permane	ent retention.	1				
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'	11636	mati detions apply to	an prior and n	ature accumulation	5013 OT LITE 30	1163.			
/	7				T			1	
Agenc	y He	ad/Designer (\$igna	ture)	Date	Records	Management Officer (Si	gnature)	Date	
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					s	tate Records Committee	(Signature)	Date	
1		dations in para-			<u> </u>				
		e approved. oved, attach letter	State Aud	itor/Designee	سا	- Moh		11-10-81	
of exp			Secretary of	See/Designee	Ca	nall T	Hart	11-10-8	
ļ			Attornev G	eneral/Designee		11/1	. 1	1-12-61	
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